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P
Y

Comms

Executive

26 October 1950

Management Officer

Increase in Communications Division T/O and Special Security Handling to Provide Trainee Program.

1. Communications Division, Office of Special Operations, requests a T/O increase of 50 trainee positions and 12 instructor positions to accelerate a basic training program for communications personnel for overseas assignment and four positions for advanced training. Approved by Assistant Director for Special Operations.

2. This increase is to provide for 16 instructors and clerical personnel and 50 trainees to meet increased demands from the Offices of Special Operations and Policy Coordination for overseas communications personnel, and to increase Agency capability to meet emergency conditions.

3. Management Staff examined the program with care and found that over 70 positions for like personnel had not yet been filled. However, they are in process and are being filled rapidly. Management Staff recommended that the 12 basic instructors be considered part of the request for 50 positions as the instructors themselves will be available for assignment as replacement personnel when the training program diminishes or is discontinued. We also pointed out that funds would have to be provided from allotments already made to the Offices of Special Operations and Policy Coordination.

4. Office of Special Operations and Office of Policy Coordination willingness to provide funds are attached.

5. Communications Division departmental T/O will be increased by only four positions, as the remaining 50 positions will be classed as training pool positions. Positions are as follows:

50 GS-5/6
1 GS-11
6 GS-9
3 GS-7
and 2 clerical.

The overall increase will be 54 positions.

6. Inspection and Security Staff agrees to the security clearance procedure proposed.

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7. Recommend the program be approved to include T/O and space procurement.

[Redacted]

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Attachments: Memoranda re above subject.

/s/ E. R. Saunders
Budget Officer

APPROVED:

DISAPPROVED:

Acting

/s/

Executive

[Redacted]

25X1A

DATE: 31 Oct. 1950

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1058

Commo/Chron

SEP 25 1950

VIA: Director of Central Intelligence
Management Officer
Assistant Director, OSO

Request for Authority to Establish a Basic Communications
Training Course in the Communications Division OSO

Reference: (a) Memo fr Chief Commo to ADSO dated 18 Sept 1950,
subject "Establishment of Basic Communications Training Course"
(b) Memo fr Chief Commo to ADSO dated 18 Sept 1950,
subject "Establishment of a Basic Communications Training
Course on a Contract Basis"

1. Authority is requested for the immediate establishment of the Basic Training Course and the program incident thereto as outlined in reference (a). Coincident with the establishment of the Basic Communications Training Course, the possibility of obtaining such services on a contract basis with private schools, as outlined in reference (b), will be explored with the thought in mind that in the event of general mobilization additional training facilities may be required.

2. It is believed that the cost of contracting for the type of basic training desired will about equal that estimated to set up and operate a Basic Training Program within the Communications Division. In addition to the cost factor, however, it is believed that such a Training Program within the Communications Division will be much more businesslike, dependable and secure.

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Att: (2)
References listed above

cc: Commo

cc: Management

✓ ADSO

Assistant Director of Special Operations

18 September 1960

Chief, Communications Division

Establishment of Basic Communications Training Course

1. As a result of the current emergency it has become increasingly apparent that special consideration must be given to expediting the recruitment and security clearance of Communications personnel.

2. Valuable time is presently being lost as a result of the necessary delays incident to obtaining full security clearances. During the time that prospective employees are undergoing investigation it is proposed that they be granted provisional clearances and afforded unclassified basic communications training.

3. With a view to establishing such a program, it is recommended:

(a) That SED expedite the recruitment of candidates to fill the 76 vacant positions currently available on the Communications T/O.

(b) That authorization be granted to recruit an additional 50 GS-5/6 communication technicians with a view to insuring ample personnel to provide for attrition and unforeseen requirements.

(c) That provisions be made by I & SS to grant provisional security clearances to candidates falling in the above categories with a view to their entrance on duty in temporary indefinite unvouchered appointments, and enrollment in the Basic Communications Training Course at the earliest practical date.

(d) That a special Communications training section be established under the Communications Branch for handling these uncleared personnel, consisting of the following types of instructors:

1 Supervisor	GS-11
6 Training Officers	GS-9
3 Training Officers	GS-7
1 Clerk-Stenographer	GS-5
1 Training Clerk	GS-4

(e) That 5,000 square feet of space in an unrestricted area, preferably in the Metropolitan area, be obtained to be used for code rooms, laboratory, lecture area and storage to accommodate this program.

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4. It is planned that the Basic Communications Course will accommodate approximately 100 students at any one time. Instruction will be afforded in International Morse Code, radio theory, practical laboratory work, basic operating procedures, elementary cryptography, and touch typewriting. The subjects to be taught and the materials to be used will be unclassified in nature. Therefore, it is believed that provisional security clearances for all students as well as instructors will be adequate. It is contemplated that during the Basic Course, which will extend over a period of approximately 18 weeks, that I & SS will conduct a full security investigation upon the completion of which students who have finished the Basic Course will be entered in the Advanced Communications Training Courses, and processed for overseas assignments.

5. Under the above program it is planned that the 76 existing vacancies for Communications be filled by SED within 30 days; that Basic training be completed within 4 $\frac{1}{2}$ months, and that the Advance training in 3 $\frac{1}{2}$ months. It is anticipated that processing for overseas assignments will be initiated upon completion of Basic Training, and therefore these personnel should be available to depart for the foreign field within 9 months from the time they have been recruited. Where certain candidates have had special training prior to joining this Agency, it is anticipated that this training period may be shortened.

6. The estimated cost of this proposed program for the balance of the fiscal year 1951 is as follows:

1 Supervisor	GS-11	\$ 4,000
6 Training Officers	GS-9	18,000
3 Training Officers	GS-7	6,000
1 Clerk-Stenographer	GS-5	2,385
1 Training Clerk	GS-4	2,200
50 Commo Technicians	GS-5/6	<u>63,110</u>
Total Personal Services		\$95,695

Estimate for space @ \$1.25 per square
foot for 9 month period

4,700
\$100,395

7. If the foregoing proposal is approved funds in the amount shown will be required. No provision for this expenditure is contained in the present approved budget of this Division.

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APPROVED:

ADSO

Assistant Director of Special Operations

18 September 1950

Chief, Communications Division

Establishment of a Basic Communications Training Course
on a Contract Basis

Reference: Communications Division Memorandum dated 18 September 1950
Subject: Establishment of a Basic Communications Training
Course

1. With reference to the above memorandum, the following
alternate proposal is submitted for consideration:

(a) That the provisions of the above memorandum as outlined
in paragraph 3a, b, and c be accomplished.

(b) That a contract be made with an accredited commercial
radio school for instructing provisionally cleared candidates
in unclassified basic communications subjects.

(c) That the Communications Division prepare an Outline of
Instruction of the course to be given and ascertain by periodic
inspections and examinations that the training is conducted in
accordance with the Outline and that all specifications of the
contract are fulfilled.

(d) That the school contracted for this training program be
cleared by I & SS.

2. The Communications Division, on receipt of approval from BLC,
will contact several radio schools to determine:

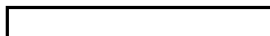
(a) Which school is best equipped to conduct the required
training from the standpoint of ability of instructors,
matriculation capacity, equipment, etc.

(b) The overall cost for such a training program.

(c) If any special security problems are involved.

3. The provisions as outlined in paragraphs 4 and 5 of the
reference memorandum are to be included in this alternate proposal.

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